

***Woman with wax tablets and stylus***, fresco, Roman, ca. 50 CE

ENGLISH 1301.022 Dr. Wayne Gay

Composition and Rhetoric I contact: wgay@uta.edu

University of Texas at Arlington Office: Preston Hall 201

Spring 2017 / Tuesday & Thursday 12:30-1:50 pm Office hours: 11:30 am-12:25 pm

Preston Hall 302 & by appointment

Instructor profile: https://mentis.uta.edu/public/#profile/profile/edit/id/11521/category/1

REQUIRED MATERIALS

*First-Year Writing: Perspectives on Argument*. Third Custom Edition for the University of Texas Arlington. Boston: Pearson, 2012.

(You can purchase an EText of this textbook at [http://www.pearsoncustom.com/tx/uta\_writing](https://owa.uta.edu/owa/jlerb@exchange.uta.edu/redir.aspx?SURL=yOlCIKzj37EfTt5_7TIoYJUbLC7-.&URL=https%3a%2f%2fowa.uta.edu%2fowa%2frechelle%40exchange.uta.edu%2fredir.aspx%3fC%3dGN50cBEysEmgPCSHa5xEXSdzFGMJ_c9IcB9zvAzGnXCBVjSj5pFO0qQnkvBFalLHjcWwbOrBa0k.%26URL%3dhttp%253a%252f%252fwww.pearsoncustom.com%252ftx%252futa_writing) . Once you are on the site, click on "Purchase Access". If you experience technical or logon issues while purchasing your text, please visit the Pearson tech support website at [http://www.pearsoncustom.com/\_global/productinfo/websites/\_24\_7/](https://owa.uta.edu/owa/jlerb@exchange.uta.edu/redir.aspx?SURL=EJrtfH5DJ2anbSDfli8p88NJvAQNKUbPwElEOSEVelzalRkFfZPSCGgAdAB0AHAAOgAvAC8AdwB3AHcALgBwAGUAYQByAHMAbwBuAGMAdQBzAHQAbwBtAC4AYwBvAG0ALwBfAGcAbABvAGIAYQBsAC8AcAByAG8AZAB1AGMAdABpAG4AZgBvAC8AdwBlAGIAcwBpAHQAZQBzAC8AXwAyADQAXwA3AC8A&URL=http%3a%2f%2fwww.pearsoncustom.com%2f_global%2fproductinfo%2fwebsites%2f_24_7%2f) or call 1-800-677-6337.) Pearson Writer (APP and Computer Access) -- ValuePack Access Card, 1st edition ISBN:

032197235X

Graff, Gerald, and Cathy Birkenstein. *“They Say / I Say”: The Moves That Matter.* Third Edition. New York: Norton, 2014.

The third edition is required for this course.

A three-ring binder with adequate supply of writing paper and pens is also required. The binder will provide storage for downloads; the paper and pens are necessary for note-taking and in-class assignments.

COURSE CONTENT AND OUTCOME: Composition and Rhetoric I allows students to review and enhance existing writing skills, to systematically learn new strategies and techniques of written communication, and to increase proficiency in examining and responding to verbal communications and cultural signals. Participants who successfully complete the course will be able to communicate more persuasively and effectively, and to approach communication in the twenty-first century with a rational, intelligent, and educated outlook.

Students will write numerous short exercises, learn the vocabulary of rhetoric, evaluate the work of colleagues in the classroom, evaluate major published essays, and produce three substantial papers. They will also learn standard style idioms, finer points of linguistic structure and grammar, and standard formatting of scholarly papers. In keeping with university policy, students will be evaluated with a final letter grade reflecting participation, completion of work, and quality of the completed work.

This course satisfies the University of Texas at Arlington core curriculum in communication.

GRADE: The basic final grade, before adjustment, will be determined by an average of the percentage grade of the following: three major assignments, each of which will be credited at 20 per cent; four short papers and assignments, with a total credit of 20 per cent (5 per cent each); and participation, credited at 20 per cent. Averages will be recorded in the final transcript grade as follows:

90-100: A

80-89.99: B

70-79.99: C

Below 70: F

A grade of incomplete will be recorded only in dire circumstances. The instructor reserves the option to round up or not round up a final average. The instructor reserves the option of assigning a grade of Z, which results in no credit and no effect on grade point average, in the case of a student who has done all of the work but who has a failing average for the work.

SUBMISSION OF PAPERS: All out-of-class assignments must be submitted in doc. or docx. format on Blackboard. Late papers will not be accepted; students are advised to allow leeway time of at least 24 hours to allow for emergencies or computer malfunction. Microsoft word and reliable filing to Blackboard is available on the UTA computer system.

No make-up papers or extra-credit work will be assigned or accepted in this course.

MAJOR PAPERS: Three major papers with specific requirements, including peer editing and revision, are required; as noted above, each will credit at 20 per cent.

**Major Paper No. 1 (Discourse Community Analysis):** For this essay, you will make an argument explaining how you became part of a discourse community.

**Major Paper No. 2 (Rhetorical Analysis):** For this essay, you will select an essay cluster on one of three designated topics. You will write a rhetorical analysis of a designated essay from your selected cluster.

**Major Paper No. 3/Signature Assignment (Synthesis Essay):** For this essay, you will continue your writing on the topic cluster you selected for the Rhetorical Analysis. After reading multiple sources about your chosen topic, you will develop a clear central claim and use multiple sources to support your claim.

SHORT PAPERS: Five short papers introduced to prepare the students for the major papers will be credited at 4 per cent each.

PEER REVIEWS: Each major paper will include mandatory peer review workshops and evaluations. Participation in the peer editing group will comprise 20% of the grade in each assignment.

PARTICIPATION: Because regular attendance and participation in class is an important part of the learning process in this course, each student is expected to attend regularly and participate, without the interference of casual coming and going from the classroom or the use of electronic devices and communications.

To that end, every student will begin the semester with 100 participation points, and will lose ten participation points for failure to participate, including unexcused absence. The instructor reserves the right to also deduct participation points for tardiness or for leaving the classroom early. The instructor will definitely deduct ten points for use of electronic or digital devices in class, unless that use is specifically authorized.

The final grade will include 20 per cent assigned on participation points. Students who have 60 or more participation points at the end of the semester will receive a participation grade of 100; students with 30-60 participation points will receive a participation score of 50, and students with fewer than 30 participation points will receive a final participation score of 0. The alert student will observe that a student who otherwise participates adequately may have as many as four unexcused absences and accompanying loss of participation credit without his or her final grade being affected: a fifth unexcused will obviously lower the final total average by more than ten points, resulting in the final transcript grade dropping by a whole letter. More than eight unexcused absences will result in an automatic drop of two letter grades in the final transcript grade.

The only excused absences are for bereavement, official university business (with proper notification to the instructor), or religious observance. The instructor must be informed of participation in religious observance within the first full week of classes, with, if requested, documentation from the student.

IMPORTANT: Illness is not an excused absence! Or, for that matter, phone call from Mom, coffee with a special someone, weather “too nice to be cooped up in a classroom,” held late at work, flat tire, traffic jam, daycare failure, or springing recalcitrant family members from jail (yes, I have had that excuse).

NON-GRADED MANDATORY ASPECTS OF THE COURSE:

All three major papers must be submitted in order for the student to receive a passing grade, regardless of final average.

All students will, at some point in the semester, present a verbal artifact from current culture for classroom analysis.

All students will complete the online UTA Library Plagiarism tutorial; a due date will be assigned for that activity.

The final grade will include 20 per cent assigned on participation points. Students who have 60 or more participation points at the end of the semester will receive a participation grade of 100; students with 30-60 participation points will receive a participation score of 50, and students with fewer than 30 participation points will receive a final participation score of 0.

The alert student will observe that a student who otherwise participates adequately may have as many as four unexcused absences and accompanying loss of participation credit without his or her final grade being affected: a fifth unexcused will obviously lower the final total average by more than ten points, resulting in the final transcript grade dropping by a whole letter. More than eight unexcused absences will result in an automatic drop of two letter grades in the final transcript grade.

CLASSROOM BEHAVIOR:

Students are expected to remain in the classroom once class has begun; adults aged 18 or over should be able to sit and participate in a class for eighty minutes. Students who leave the classroom during class time will not be allowed to re-enter and will lose ten participation points for that day.

Students who use electronic devices such as cellphones, laptops, I-pads, or any other digital or electronic device, unless specifically instructed to do so, will be asked to leave the classroom and will lose ten participation points.

Students are expected to participate respectfully in class, to listen to other class members, and to comment appropriately. Instructors are to be addressed appropriately and communicated with professionally.

According to *Student Conduct and Discipline*, “Students are prohibited from engaging in or attempting to engage in conduct, either alone or in concert with others, that is intended to obstruct, disrupt, or interfere with, or that in fact obstructs, disrupts, or interferes with any instructional, educational, research, administrative, or public performance or other activity authorized to be conducted in or on a university facility. Obstruction or disruption includes, but is not limited to, any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, or computer equipment, software, or networks” (UTA Handbook or Operating Procedures, Ch. 2, Sec. 2-202). Students who do not respect the guidelines listed above or who disrupt other students’ learning may be asked to leave class and/or be referred to the Office of Student Conduct.

WHAT ABOUT FOOD?

Students should not expect to bring food into the classroom, with the accompanying distraction. Discrete consumption of beverages is acceptable.

CLASSROOM VISITORS: Only students officially enrolled in this section are allowed to attend class meetings. Students may not bring guests (children, spouses, friends, family) to class unless an academic request has been submitted and approved by the instructor well in advance of the proposed class visit. Children are not allowed in class as visitors at any time.

CONFERENCES AND QUESTIONS:

The instructor holds approximately two regularly scheduled office hours each week. These times are reserved for students to drop by or to make an appointment to discuss course assignments, grades, or other class-related concerns. The instructor will make other appointment times for you if your class schedule conflicts with regular conference times or if he is not available on certain days. If you receive a grade on an assignment or quiz about which you have questions, please wait twenty-four hours before setting up an appointment or discussion meeting. This gives you time to process the assignment comments and to think about how your course work meets the requirements set forth for each assignment. The instructor will not discuss individual student issues in the classroom before, during or after class.

PLAGIARISM POLICIES AND ACADEMIC INTEGRITY:

The representation of the work of others as your own constitutes plagiarism, which is a serious academic offense. The instructor will discuss, in private interview, any specific instances of plagiarism before reaching a final decision concerning further action, which will include reporting plagiarism to the Office of Student Conflict, and which can, at the instructor’s discretion, include a grade of F for a specific assignment or a grade of F for the entire course.

You are not allowed, under any circumstances, to reuse papers from prior classes in this course or any other course that you have taken at any institution. Reusing papers does not demonstrate any advance in knowledge or skill, and so would not be helpful for you either in terms of your learning this semester, or for the instructor in terms of assessing this learning. If you feel your situation constitutes a clear or significant exception to this rule, you must discuss this with the instructor prior to the due date of the first draft.

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

STUDENTS WITH DISABILITIES:

In accordance with state and federal law and university policy, students who require special accommodation must register at the beginning of the semester with the Office for Students with Disabilities, and must arrange to meet with the instructor in a private appointment for discussion of facilitation of the disability.

Contact information for the Office for Student Disabilities: [**www.uta.edu/disability**](http://www.uta.edu/disability)or 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [**www.uta.edu/disability**](http://www.uta.edu/disability)**.**

NON-DISCRIMINATION POLICY:

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://www.uta.edu/hr/eos/index.php).

TITLE IX:

The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C:\Users\rowntreem\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\IGVYXPA0\jmhood@uta.edu).

GRADE GRIEVANCES:

First Year English has a specific procedure that must be followed in order for a student to appeal a grade or any other matter related to their 1301/02 class. First, the student must communicate with the instructor in an attempt to resolve any matter in question. The next step is for students to communicate with the Director of First Year English. The Director will then advise students on the next official steps in any appeal process. Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate / graduate catalog. <http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#10>.]

LATE ENROLLMENT:

Though I realize that at times enrolling in a course after the start date is unavoidable, please be advised that you will be held responsible for the class periods that you have missed even if you were not enrolled in the course. I will not allow you to make up missed opportunities for participation points or any other assignments that occurred before you enrolled. If you enroll in class after the start date it is your responsibility to contact your peers in order to get caught up on the schedule and any announcements that might have been delivered in your absence. This policy also applies to students who drop and add.

PAPER RE-USE POLICY:

You are not allowed, under any circumstances, to reuse papers from prior classes in this course or any other course that you have taken at any institution. Reusing papers does not demonstrate any advance in knowledge or skill, and so would not be helpful for you either in terms of your learning this semester, or for me in terms of assessing this learning. If you feel your situation constitutes a clear or significant exception to this rule, you must discuss this with me prior to the due date of the first draft.

ATTENDANCE:

At The University of Texas at Arlington, taking attendance is not required, but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I will take attendance at each class session and will deduct participation points on the grounds that non-attendance precludes participation. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

ACADEMIC INTEGRITY:

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Enrollment in and participation in this course implies acceptance of and adherence to the UT Arlington Honor Code.

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (Regents’ Rules and Regulations, Series 50101, Section 2.2)

You can get in trouble for plagiarism by failing to correctly indicate places where you are making use of the work of another or colluding with another to prepare assignments. It is your responsibility to familiarize yourself with the conventions of citation by which you indicate which ideas are not your own and how your reader can find those sources. Read your textbook and/or handbook for more information on quoting and citing properly to avoid plagiarism. If you still do not understand, ask your instructor. All students caught plagiarizing or cheating will be referred to the Office of Student Conduct.

DROP POLICY:

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

ELECTRONIC COMMUNICATIONS POLICY:

All students must have access to a computer with internet capabilities. Students should check email daily for course information and updates. I will send group emails through Blackboard. I am happy to communicate with students through email. However, I ask that you be wise in your use of this tool. Make sure you have consulted the syllabus for answers before you send me an email. Remember, I do not monitor my email 24 hours a day. I check it periodically during the school week and occasionally on the weekend.

The University of Texas at Arlington has adopted the University “MavMail” address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. ***Students are responsible for checking their MavMail regularly.*** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

CONFERENCES AND QUESTIONS:

I have two regularly scheduled office hours each week. These times are reserved for students to drop by or to make an appointment to discuss course assignments, grades, or other class-related concerns. I will be happy to make other appointment times for you if your class schedule conflicts with regular conference times or if I am not available on certain days. If you receive a grade on an assignment or quiz about which you have questions, please wait twenty-four hours before discussing it with me. This gives you time to process the assignment comments and to think about how your course work meets the requirements set forth for each assignment.

STUDENT SUPPORT SERVICES:

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center (**Second Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

**The English Writing Center** (411LIBR): The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on programs and services.

**The Library’s Second floor Academic Plaza** offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

Librarian to Contact: [Marquel Anteola [manteola@uta.edu](mailto:manteola@uta.edu) 817-272-7426]

SYLLABUS AND SCHEDULE CHANGES:  
Instructors try to make their syllabuses as complete as possible; however, during the course of the semester I may be required to alter, add, or abandon certain policies/assignments. Instructors reserve the right to make such changes as they become necessary. Students will be informed of any major changes in writing.

COURSE SCHEDULE:

Week I

Tuesday, January 17, and Thursday, January 19: Introduction to the course and to each other.

Before Class on Thursday, print out the syllabus

Week II

Saturday, January 21: submit diagnostic essay (SP 1) on Blackboard by 12 noon

Tuesday, January 24, and Thursday, January 26: continued introduction to the course;

MLA formatting for papers

Week III

Saturday, January 28: Submit formatting exercise (SP 2) on Blackboard by 12 noon

Tuesday, January 31, and Thursday, February 2: In-class topic: Ethos, Pathos, and Logos

Week IV

Tuesday, February 7, and Thursday, February 9: pronoun-antecedent agreement; punctuation of possessives and contractions; punctuation of titles and quotations.

Week V

Saturday, February 11: Submit punctuation exercise (SP 3) on Blackboard by 12 noon

Before class, read *They Say, I Say*, Chapter 1

Tuesday, February 14, and Thursday, February 16: Presenting opposing viewpoints in neutral language: why it’s important

Week VI

Saturday, February 18: Submit Pro-Con essays (SP 4) on Blackboard by 12 noon

Tuesday, February 22, and Thursday, February 23: Introduction to Major Paper No. 1: Discourse Community Analysis

Week VII

Tuesday, February 28, and Thursday, March 2: Continued discussion of Discourse Community Analysis and other topics as needed.

Week VIII

Tuesday, March 7, and Thursday, March 9: peer edit Discourse Community Analysis; introduction to Major Paper No. 2: Rhetorical Analysis

Saturday, March 11: Submit Discourse Community Analysis on Blackboard by 12 noon

Week IX

March 13-17: Spring Break, no classes

Week X

Tuesday, March 21, and Thursday, March 23: Introduction to Major Paper No. 2: Continued

Discussion of Major Paper No. 2

Week XI

Tuesday, March 28, and Thursday, March 30: Peer edit Major Paper No. 2 and Introduction

to Major Paper No. 3 (Signature Assignment): Synthesis Essay

Week XII

Saturday, April 1: Submit Major Paper No. 2 on Blackboard by 12 noon

Tuesday, April 4, and Thursday, April 6: Citing works in a scholarly essay and formatting a

Works Cited page.

Week XIII:

Tuesday, April 11, and Thursday, April 13: Continued discussion of Major Paper No. 3 (Signature Assignment) as needed

Week XIV:

Tuesday, April 18, and Thursday, April 20: Peer edit Major Paper No. 3(Signature Assignment)

Week XV & XVI:

Tuesday, April 25: Submit Major Paper No. 3 (Signature Assignment) on Blackboard by 12 noon.

Tuesday, April 25, and Thursday, April 27: Supplemental materials TBD

Tuesday, May 2, and Thursday, May 4: Supplemental materials TBD

There will be no final exam in this class. Dr. Gay will be in his office for consultation on Thursday, May 11, at 11am-4:30 pm, and by appointment during exam week.

The instructor reserves the right to adjust this schedule; details will be announced during the course of the semester.

**ENGL 1301 Syllabus Contract**

I have read and understood the syllabus, and I agree to abide by the course policies.

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Print Name Date

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Signature Date

**Permission to Use Student Writing**

Student’s Name

Class Number and Section: English 1301.022

Instructor Name: Wayne L. Gay

I give my permission for my writing to be used as an example of student work and/or as a teaching tool for future classes. I understand that my name will be removed from my work before it is shared with others.

Student’s signature

UTA ID Date